

JOB TITLE: GIS Coordinator

TAX/4

DEPARTMENT: Tax, Rutherford County

JOB SUMMARY: This position is responsible for the creation and preparation of plans, maps, spatial analyses and other illustrative materials using Geographic Information Systems (GIS) hardware and software for the County Tax Department and for other County departments.

MAJOR DUTIES:

- o Manages and coordinates GIS database; oversees the synthesis of data from multiple sources into a usable format; develops and maintains county-wide data layers; maintains and creates data reports for county services or other county GIS needs.
- o Writes programs to perform mapping functions as requested by county departments.
- o Supervises and participates in the digital conversion, management, and maintenance of the Rutherford County cadastral, street centerline, and other databases.
- o Supervises the installation, integration, updating, and maintenance of the GIS system; researches and evaluates new GIS-related technological and analytical methods.
- o Develops comprehensive manuals and quality control applications; trains and assists departmental and County employees in the use of the GIS system.
- o Manages the addressing applications of the GIS system, including quality control of the E911 Address System.
- o Assists the public with land record inquiries and the preparation of maps.
- o Assists in the development and management of the GIS budget.
- o Trains, supervises, and evaluates personnel.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of GIS hardware, software packages, and applications.
- o Knowledge of graphic design principles and practices.
- o Knowledge of parcel mapping and parcel identification systems.
- o Knowledge of computer mapping programs.

- o Knowledge of computer functions, operating systems, and network operations.
- o Knowledge of Internet and worldwide web protocols.
- o Knowledge of county and department policies and procedures.
- o Skill in performing graphics design functions.
- o Skill in utilizing a computer and mapping software.
- o Skill in operating a digital camera and other audiovisual equipment.
- o Skill in oral and written communication.

**SUPERVISORY CONTROLS:** The Tax Administrator assigns work in terms of goals and objectives. The work is reviewed through conferences, reports, and observation of department activities.

**GUIDELINES:** Guidelines include the provisions and standards of the "1987 Technical Specifications for Base, Cadastral and Digital Mapping," the North Carolina Land Record Management program guidelines, county ordinances, and department policies and procedures. These guidelines require judgment, selection, and interpretation in application.

**COMPLEXITY:** The work consists of varied technical duties in the provision of GIS services. The uniqueness of most GIS projects and lack of consistent data contribute to the complexity of the work.

**SCOPE AND EFFECT:** The purpose of this position is to produce maps and graphics. Successful performance helps ensure the accuracy of county maps and GIS data.

**PERSONAL CONTACTS:** Contacts are typically with co-workers, other county employees, postal workers, utility providers, real estate agents, developers, planners from federal, state, and local agencies, and the general public.

**PURPOSE OF CONTACTS:** Contacts are typically to give or exchange information, provide services, and resolve problems.

**PHYSICAL DEMANDS:** The work is typically performed while sitting at a desk or table, standing, or walking. The employee occasionally lifts heavy objects, uses tools or equipment requiring a high degree of dexterity, and must distinguish between shades of color.

**WORK ENVIRONMENT:** The work is typically performed in an office.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY:** This position has direct supervision over GIS Analyst (1).

**MINIMUM QUALIFICATIONS:**

- o Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field.
- o Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with one to three years experience or service.
- o Possession of or ability to readily obtain a valid driver's license issued by the State of North Carolina for the type of vehicle or equipment operated.